

**U.S INSTITUTE FOR ENVIRONMENTAL CONFLICT RESOLUTION
2005 ECR CONFERENCE
Conference Planner Services Statement of Work**

GENERAL INFORMATION:

Event: U.S. Institute of Environmental Conflict Resolution 2005 Conference
Dates: May 24-26, 2005 (Optional pre-post conference meetings on May 23 & 27, 2005)
Attendees: 400

TENTATIVE 2005 CONFERENCE SCOPE (121 Presenters in 2002. Desire to reduce for 2005)

- May 24 Pre-Conference Training Day (12 sessions/4 Hrs each); Lunch on own
Pre-Conference Tours (4 Tours/4 Hours Each)
Roster Members (40 people/ 2 sessions/3 Hrs each/Networking Luncheon)
Official Conference Opening/Welcome Event 2.5 Hours
- May 25 Continental Breakfast
Welcome/Open Plenary Session 1.5 Hrs
18 Panel Presentations (3 Sessions, 1.5 hours each, 6 parallel panels each)
Networking Lunch 1.5 Hrs
AM & PM Breaks .5 Hrs Each
Evening Reception/Banquet/Entertainment (3 Hrs) (Optional Activity)
- May 26 Continental Breakfast/Networking (1 Hr)
18 Concurrent Roundtable Discussions (3 Sessions, 1.5 hrs each, 6 parallel roundtables each)
Plenary Lunch 1.5 Hrs (Potential for 3 "mini-plenary" simultaneous special interest lunches)
AM & PM Breaks .5 Hrs Each
Closing Plenary (1.0 Hr) / "Optional" Closing Reception (1.0 Hr)

STATEMENT OF WORK COMPONENTS:

(Firm Fixed Price)

Conference Planning

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Work with USIECR Team to execute the following:

- Evaluate past conference history and identify 2005 Conference parameters.
- Identify clear conference goals, objectives, and planning targets.
- Streamline internal staffing demands.
- Evaluate past conference costs and collaborate on 2005 overall conference budget with goal of reducing costs/increasing revenue.
- Collaborate with USIECR staff to develop conference planning timeline and benchmarks.
- Attend bi-weekly meetings in Tucson with USIECR planning staff from August 2004 to June 2005.

Automated, Online and Web-based Software solutions

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Provide web-based solutions for all aspects of conference planning,

- Online self-registration management system, with 24-hr access
- Automated email updates on program revisions and changes
- Call for papers/presenters and automated selection/review process
- Individual travel itinerary planner option
- Custom surveys and demographic reporting
- Password-protected area for multiple, specialized user groups
- Expense tracking, reporting and reconciliation that can be adapted to meet USIECR Financial guidelines
- Conference management tracking and reporting
- Data export consistent with USIECR internal software

Mail List Maintenance

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- Collaborate with USIECR staff on conference database design/development
- Review previous mailing lists
- Update 2002 Conference Attendee mailing list.
- Recommend ways to improve/augment current mailing list.
- Identify methods of database mining of Conference Website for integration into overall marketing.

Conference Registration

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- Provide fully automated, online pre-registration services with 24-hr user access
- Provide fully automated registration payment options, conference reporting and cash flow management.
- Maintain 1-800-Phone Line for registration.
- Manage special comp, discount, and VIP conference registrations.
- Manage exhibitor registration as needed.
- Execute and manage all on-site registration needs including set times, staffing, packets, etc.
- Assemble final conference packets for pick-up at registration.

In-House Travel Arrangements (Optional Capability)

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- Coordinate Speaker/VIP travel arrangements

Site Arrangements

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- Collaborate with USIECR team in managing hotel on-site activities.
- Coordinate with USIECR and Hotel on meeting space and AV needs as registration progresses and demands warrant any changes.
- Coordinate with Hotel on Special VIP room reservations/updates.

On-Site Transportation Services

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- Coordinate special VIP transportation needs to/from Hotel & Airport.
- Collaborate with USIECR on special site tour transportation needs, if any.
- Arrange VIP/Meet and Greet Services at Airport.
- Negotiate special Welcome Signage on airport marquees

Facility Management

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As registrations are confirmed, collaborate with USIECR staff and Hotel representative on updates to meeting space, AV and F&B requirements.

Budgeting and Financial Coordination

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- Full budgeting oversight, management and reconciliation of conference registrations and incoming payments.
- Provide customized financial reports that can be updated automatically as registration progresses.
- Provide monthly budget tracking and reporting services.
- Provide regular deposits/payments from incoming registration fees to USIECR

Technical Program Coordination

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- Collaborate with USIECR staff and planning committee to establish presentation guidelines and paper submission/selection procedures.
- Manage all aspects of call-for-papers and speaker presentation process online.
- Develop solicitation materials and online-forms for potential speakers/presenters
- Provide automated response notification of submissions, program updates, and acceptance/rejections.
- Post speaker's release and copyright forms online and track receipt from all presenters
- Provide online pass-protected area for Program Steering Committee to access/review/vote on topics anytime, around the clock
- Provide back-up capability to technical program coordination/communication via US Mail and FAX

Publication Management

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Collaborate with USIECR Staff to develop Conference marketing strategy and associated marketing materials. (USIECR staff will manage content, design and print production of all printed marketing materials. USIER will contract directly with such vendors.) Conference planner will manage production of all online and auto-generated communications related to conference website, online registration, call for papers and sponsor and/or exhibit solicitations.

- Anticipated materials include:
 - Save the Date Postcard
 - Tri-fold Pre-Conference Brochure Announcement
- Pre-Conference
 - On-line Program Brochure and Session Sign-Ups
 - Speaker/presenter letters coordination
 - Speaker Presentations/Handouts Posted On-line
- On-Site Conference Brochure
 - Advertising opportunities may be considered. If solicited, Conference planner will coordinate all ad sales and camera-ready artwork required.

Conference Proceedings

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Recommend and provide alternative solutions for developing and disseminating Final Conference Proceedings materials. Desire to post online or distribute at conference verses mass mailing. Alternatives to be considered may include conference newsletter, video, website/webcast posting.

TOTAL FIXED PRICE QUOTATION: \$ _____

Optional Work:

Additional conference sessions requested by partner agencies.

It is anticipated that one or more Federal agencies underwriting/participating in the conference may desire to host separate activities that supplement but are outside the scope of this Statement of Work. Such activities, if any, will be added through a modification to the contract. Please describe your firm's capability and staffing to accommodate additional services requested during the same conference timeframe.